

Minutes of the Finance Committee

Wednesday, January 16, 2013

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl, Richard Morris, Dan Draeger, Cathleen Slattery, Bill Zaborowski, Larry Nelson, and Pamela Meyer.

Also Present: Infrastructure Administrator Al Mundt, Peter Jafuta and Bill Davis of Motorola Solutions, Inc., Senior Systems Engineer of Mitel David Marshall, Human Resources Manager Jim Richter, Employee Benefits Administrator Pete Hans, Accounting Services Manager Larry Dahl, Baker Tilly Certified Public Accountant Heather Acker, Risk/Purchasing Manager Laura Stauffer, Land Information Systems Manager Don Dittmar. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 12-12-12

MOTION: Morris moved, second by Draeger to approve the minutes of December 12. Motion carried 7-0.

Schedule Next Meeting Dates

- February 6, 2013 at 2:00 p.m.

Chair's Executive Committee Report of 1-14-13

Haukohl highlighted the following items discussed at the last Executive Committee meeting.

- Report by the Waukesha County Economic Development Corporation (WCEDC) on the leverage loan program.
- Report by Haukohl on the Wisconsin Counties Association (WCA) Land Use & Environment Committee and the Frac/Sand Mining Task Force.
- Report by Supervisor Dave Swan on the WCA Highway Committee.
- Report by County Board Chair Decker on the Technology Conference.
- Heard standing committee reports.
- Heard a legislative update by Spaeth on items County staff will be lobbying for in Madison which includes State funding for transportation and 911.

Contract Procurement Process for a Voice Over IP (VoIP) Telecommunications System

Mundt indicated the contract was awarded to Enterprise Systems Group, the highest rated proposer, for a 5-year contract cost of \$868,284. The first year cost is \$700,000 which is less than the first year budgeted amount of \$704,865. A total of 16 vendors submitted request for proposals (RFPs) for consideration.

Haukohl referred to the contract procurement form which states "the total contract cost does not match the post composite total as the life cycle cost includes an estimate for voice mail integration." Mundt explained the firm that was selected for VoIP did propose a voice mail system. However, the County's voice mail system will be compatible with this new Mitel system. Final adjustments to this amount will be made although there will be some integration costs.

MOTION: Draeger moved, second by Slattery to approve the contract procurement process for a VoIP telecommunications system. Motion carried 7-0.

Contract Procurement Process for a Feasibility Study of an Onsite Medical Clinic

Richter and Hans were present to discuss this item. The contract was awarded to CBIZ Benefits & Insurance Services, the highest rated proposer, for a total contract cost of \$57,000. The budgeted amount listed on the form was also \$57,000. The contract procurement form states that “the contract cost will decrease \$15,000 if an RFP for an onsite clinic is not issued.” A total of three vendors submitted RFPs for consideration. The County, City of Waukesha, and Waukesha School District partnered on RFP process. Staff briefly discussed the project and the project timeline if an onsite clinic is deemed feasible.

Haukohl referred to the 2013 adopted budget book which states “the 2013 budget includes \$35,000 for a feasibility and cost effectiveness study of an on-site health clinic.” She questioned the change in the budgeted amount and felt this overage should have been brought forward earlier. She felt the form should reflect the \$35,000 amount as that was the amount that had been budgeted. She also expressed concerns that the scope had changed due to partners (city, school district) now being involved in the project. However, Meyer and Slattery felt the verbiage in the budget book did not necessarily mean it was limited to \$35,000. Richter said the additional funds will come out of the Internal Service Fund (Health & Dental Insurance).

MOTION: Nelson moved, second by Zaborowski to approve the contract procurement process for a feasibility study of an onsite medical clinic as amended due to the increase in the budget. The additional funds will come out of the Internal Service Fund (Health & Dental Insurance). Motion carried 7-0.

2012 Comprehensive Annual Financial Report Audit Plan

Dahl and Acker were present to discuss this item. Acker said the external audit is a complex and robust process. The final audit report to the Finance Committee will include three documents: an opinion on the Comprehensive Annual Financial Report, an internal controls report which identifies if any significant deficiencies were found, and the single audit report which is an audit on the County’s compliance with federal and state grant funds. Acker reviewed the audit process in detail. Draeger praised the reports and said they are written very well. Haukohl explained the importance of a strong Finance Committee to ensure financial accountability in County departments/funds and that processes and procedures are followed correctly. Procedurally, Haukohl felt things are going well. Mader referred to the newly installed financial system and asked if anything extra will be done. Acker said their IT specialists/auditors will be involved and will look at the County’s systems. This is done every year but during system transition years, additional hours are allocated to this function.

Annual Report on the Disposal of Fixed Assets

Stauffer and Bollinger discussed their report as outlined titled “County Property Disposal/Transfer Report – 1/1/12 to 1/31/12” which included information on departments transferring property to County inventory, departments accepting property from County inventory, departments accepting property from the Public Works Department (transportation land acquisitions), and property disposed, donated, recycled, and sold. Total revenues in 2012 were \$103,447.26 and there was a total cost avoidance of \$900 (estimated dumpster charge avoided by recycling vs. trash disposal).

MOTION: Zaborowski moved, second by Draeger to accept the annual report on the disposal of fixed assets. Motion carried 7-0.

Ordinance 167-O-073: Authorize Cooperative Agreements With Local Units Of Government For Hosting Spatial Data

Dittmar explained this ordinance as outlined which authorizes the County to enter into agreements with local units of governments to host locally created and maintained spatial data. The County web mapping system can be configured to allow hosting of local data that is viewable either by the general public or securely to designated local officials through a special login process as specified by the local government unit.

The County will charge the local government units a one-time cost recovery charge for the actual costs associated with the initial implementation. Also, annual cost recovery charges to local government units will be billed by the County for ongoing costs of maintenance, data storage, upgrades, security, and requests for system alterations or additional custom reports and data queries to recover ongoing costs being incurred.

Slattery spoke in support of the ordinance and said this was a less costly alternative for municipalities than contracting with Ruekert & Mielke. Haukohl also spoke in support and stressed full cost recovery and that this be included in the Memorandum of Understanding. Dittmar indicated it would be.

MOTION: Morris moved, second by Draeger to approve Ordinance 167-O-073. Motion carried 7-0.

State Legislative Update

Spaeth distributed a chart on Waukesha County's State legislative delegation, the committees they serve on, and their staff members. Spaeth heard the Governor's budget will be released February 12 at which time it will be analyzed by County staff. Spaeth said a new initiative this year will be chair alert emails to inform supervisors of legislation that has a significant impact on County operations. The emails will provide supervisors with talking points so they can contact their State legislator. Spaeth said she is currently lobbying on State transportation aids and 911 funding. She is also monitoring two bills: a constitutional amendment on transportation aids and reducing the salary for Milwaukee County Board members and limiting their budget. Regarding the latter, Draeger felt this State intrusion was meddlesome and unsettling. Haukohl also had concerns and referred to it as a "slippery slope."

Discuss Lobbying Items for the Wisconsin Counties Association (WCA) Legislative Exchange of February 5 and 6

Spaeth indicated this exchange no longer involves lobbying and this is now done through the Ambassador Program. Two items that will be lobbied on are State transportation aids and 911 funding. Spaeth said there are also concerns pertaining to the Affordable Care Act and income maintenance (health and human services) and currently there are more questions than answers.

MOTION: Draeger moved, second by Slattery to adjourn at 10:24 a.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary